

## Information Technology Advisory Board

August 26, 1998  
MEETING MINUTES

### ATTENDEES:

Betty Rottmann, Chairman	Daryl Glascock	Jim Roggero	Ron Welschmeyer
Mike Backer	Jan Grecian	Jim Schutt	Debbie Wells
Dennis Bax	Cliff Gronauer	Dave Schroeder	Tony Wening
Mike Benzen	Jill Hansen	Dave Schulte	Gerry Wethington
Rich Beckwith	Rich Kliethermes	Larry Seneker	Chris Wilkerson
Matt Blotevogel	Lyndon Mote	Jim Simmons	Lanny Wingate
Karen Boeger	Bill Perkins	Kevin Stock	Paul Wright
Tim Dwyer	Paul Peterson	Tom Stokes	
Bill Elder	Rex Peterson	Bruce Vieweg	
Fred Evermon	Jim Poole	Mike Wankum	

### OPENING REMARKS

Betty Rottmann, Chairman, called the ITAB meeting to order at 8:30 a.m. on August 26, 1998 in the Interpretive Center of the Secretary of State's Office.

Betty welcomed four new IT Directors to ITAB. Tim Dwyer, Division of Insurance; Ron Welschmeyer, Secretary of State's Office; Jill Hansen, Treasurer's Office; and Bill Perkins, Department of Revenue.

### APPROVAL OF MINUTES

Approval of the July 1, 1998, Information Technology Advisory Board Meeting Minutes.

Betty asked for additions, deletions or corrections to the July 1, 1998 ITAB meeting minutes. Motion was made to approve the minutes by Jim Roggero and seconded by Jim Schutt.

#### 1. CIO Update:

- A. Mike Benzen reported on the IT Salary adjustment. He gave an overview on how to fill out the forms needed for the salary changes. He and Bruce Vieweg, Mental Health, worked through the process to check out the procedure. Forms are available via e-mail or you may get a diskette with the documents needed from OIT's office. There will be a workshop on how to work through the forms on Friday, August 27. If you cannot attend please send someone from your Department.
- B. On Year 2000 issue Mike met with National Governor's Association at a summit meeting in July. Need to work with community in order to get Year 2000 projects finished. Concerned with state doing outreach to counties, cities to make sure they are doing what needs to be done. He cited several examples of how each department can reach out to the public on this issue.

ACTION REQUIRED: None

#### 2. Year 2000 Update (Dave Schroeder)

Dave distributed information on how Year 2000 conversion is proceeding.

ACTION REQUIRED: None

3. Presentation (Bill Elder, OSEDA)

Bill Elder gave a presentation on Community Connection. This is a service to promote community resources in cooperation with MOREnet, Missouri Express, Department of Health, and Department Elementary and Secondary Education. There is no charge for using this service. This service will be available in 43 counties by Thanksgiving. Contact Bill Elder at OSEDA in Columbia for more information on this service.

ACTION REQUIRED: None

4. SAM II Update (Jim Schutt)

First implementation will be July 1999. Since training will be an issue with each department, Office of Administration has offered a solution. They will provide money and an FTE to run an education center for the duration of SAM II training. Proposal of 2 rooms with 20 computer stations each and they will provide an FTE for scheduling. Will work with ITEAC to have them review using classrooms for other education classes.

ACTION REQUIRED:



Approved Education Proposal



ITEAC given task at looking at how to keep it going after SAM II



Jim Roggero will give this assignment to ITEAC

5. Presentation (Paul Wright/Jim Simmons)

Jim Simmons chairs committee on Intern/Grad. Paul Wright presented an overview of computer system to record data collected. He stated it was a matter of timing in order to hire the best college graduates. A pilot project was tried at Lincoln and Truman State. It was suggested that a grade point average be added to the program.

ACTION REQUIRED: None

6. Project Management Update (Tom Stokes)

Bids were sent out and are in the process of evaluating those. Contract should be awarded around first of September. Several workshops have been held with another coming up soon. If you have questions on this training call Tom.

ACTION REQUIRED: None

7. Architectural Standards Update (Chris Wilkerson/Larry Seneker)

Contract is nearly complete. Will be coming in at less than the expected cost.

ACTION REQUIRED: None

8. Data Center Consolidation Update (Gerry Wethington)

Will be finished December 1, 1998.

ACTION REQUIRED: None

9. Prime Vendor Update (Larry Seneker)

A meeting was held on August 25. One issue was being sure everyone knows that 30 day return policy begins from the day equipment is delivered to the dock, not your desk.

ACTION REQUIRED: None

10. Information Technology Education Advisory committee Update (Bruce Vieweg/Jim Roggero)

No new information to report. Will take Jim O.A. proposal to committee to review.

ACTION REQUIRED: Will look at O.A. proposal for training facility.

11. Internet/MOREnet Update (Tony Wening)

MOREnet 3 is the next-generation MOREnet network, scheduled for production in FY99. This enhanced MOREnet infrastructure will be capable of transporting data and video to meet the increasing needs of the MOREnet community. For more information check the MOREnet World Wide Web site at <http://www.net/new tech/#MOREnet3>

ACTION REQUIRED: None

12. Internet Support and Service Update (Debbie Wells)

New information is all in the handout distributed at the meeting. They will look at the budget in FY99. A question was asked about fair distribution of costs. That member felt department's should only pay for their usage.

ACTION REQUIRED: None

13. Statewide Purchasing Update (Larry Seneker and Dave Schroeder)

Still looking at an imaging solution. Maybe making a statewide contract.

ACTION REQUIRED: None

14. Network Consolidation Study Update (Mike Benzen)

Still looking at the IBM report.

ACTION REQUIRED: None

15. Personnel Committee Update (Joyce Backes)

Joyce unable to attend. A committee will be set up chaired by Larry Bonnot to help list.

ACTION REQUIRED: Approved Committee of 5

16. ITAB Recognition Awards (Betty Rottmann)

Addition criteria needed. They are looking at statewide or agencywide. ITAB members to sponsor and approve nomination. ITAB committee consists of CIO/ Chairman and co-chairman. ITAB will contact person to let them now they have been given this award.

ACTION REQUIRED: Approved move forward

17. User ID Naming Standards Update (Rex Peterson)

There are to different naming standards possible:

1. part of last name
2. department prefix.

Need to make it statewide and decide which each department should use. ITAB will decide what group naming standards are for. Chris Wilkerson, Gerry Wethington, Howard Carter, Rex Peterson and someone from Social Services will serve as ITAB's committee on this issue and look at naming standards.

ACTION REQUIRED: None

REVIEW OF ACTION ITEMS:

Nothing to report.

OTHER DISCUSSION:

Next meeting is **Wednesday, September 23, 1998** at the Secretary of State's Interpretive Center.

Betty Rottmann  
Chairman